

# New Wiki Contributors Training – Lesson 5

## 15 Sep 2011

### Welcome

Welcome, everyone, to the fifth lesson, out of twelve, of the New Wiki Contributors Training.


### Scheduled Topics

The topics for today are: Editing pages using the Standard editor; intro to Wikitext; creating and editing links - continued; IE browser tips

### Intro to Wikitext

[Disable rich editor]



Wikitext is the text and special coding you use to format a Wiki page. It is also referred to as Wiki markup text. It uses certain characters and words to help you edit and format a Wiki page. This is the most advanced way to edit in the Wiki. You enter Wikitext editing mode by clicking the Wikitext button  Wikitext on the top left of the FCK/Rich Text editor.

How many times you use the special characters helps to determine the formatting. When using Wikitext that has text coding within angle brackets, there will usually be a beginning code and an ending code (the same code, but having a forward slash immediately after the left angle bracket), with no space between them and the text that they enclose.

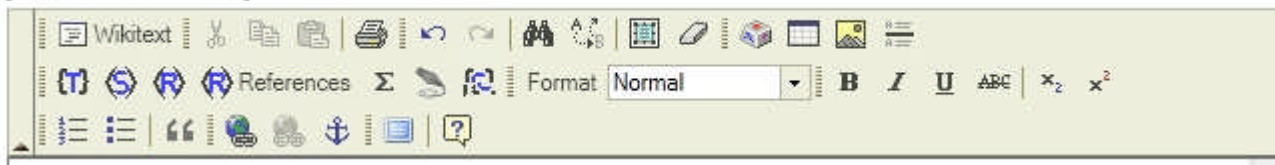
Some of the common Wiki codes are:

Code	Why	What you type	What it looks like
* (asterisk)	For a bulleted list	*One *Two **Two point one *Three	• One • Two • Two point one • Three
# (number sign)	For a numbered list	#One #Two ##Two point one #Three	1. One 2. Two 1. Two point one 3. Three
: (colon)	To indent	no indent (Normal) :First indent ::Second indent :::Multiple indent	Normal First indent Second indent Multiple indent

= (equals sign)	For heading levels	== Level 2 == === Level 3 === ==== Level 4 =====	Level 2 Level 3 Level 4
' (apostrophe/single quote)	For bold and/or italic	"italic" "bold" ""bold and italic""	<i>italic</i> <b>bold</b> <i><b>bold and italic</b></i>
&nbsp;	Add a non-breaking space here (the two words on either side will always appear together on the same line)	Mr.&nbsp;Smith  instead of  Mr. Smith	Mr. Smith  instead of  Mr. Smith
  and </br>	For breaking lines of text – forcing it to the next line (use sparingly); will not break a numbering sequence	You get this when breaking</br> text	You get this when breaking text
<nowiki> and </nowiki>	To prevent Wiki coding from operating on the selected text	Type three tildes (<nowiki>~~~</nowiki>).	Type three tildes (~~~).

## Editing pages using the Standard Editor

[\[Disable rich editor\]](#)



When you click the [\[Disable rich editor\]](#) link that's above the FCK/Rich Text editor toolbar, this is toolbar you will see:

[\[Rich Editor\]](#) [\[Open Rich editor in new window\]](#)



It is called the Standard editor toolbar. It works in Wikitext, but has some limited tools to assist you in editing a page.

In Mozilla and Internet Explorer browsers, you can format existing text by highlighting the text you want to format, and then clicking the relevant button on the toolbar. If you click a button without selecting any text, sample text will be inserted at the cursor's position (e.g., "Bold text"), which you can type over, using that format as a guide. In other browsers, clicking on the button presents an explanation for that feature.

**B** Bold text Makes selected text bold

Clicking the icon places: "Bold text" in the text editing area  
Result: **Bold text**



Italic text *Italicizes selected text*

Clicking the icon places: "Italic text" in the text editing area

Result: *Italic text*



Internal link *Allows a selected Wiki page name to function as a link to that Wiki page*

Clicking the icon places: [[Link title]] in the text editing area.

Result: **Link title**


To create an internal link, type and then highlight in the text editing area (for example), **Colorado**, and then click the icon.

Result: **Colorado** (which links to <<https://wiki.familysearch.org/en/Colorado>>)



External link (remember http:// prefix) *Allows a selected URL to function as a link to an exterior Web site*

Clicking the icon places: [<http://www.example.com> link title] in the text editing area.

Result: [link title](http://www.example.com)  (which actually links to <<http://www.example.com/>>)

To create an external link, type and then highlight in the text editing area (for example), **<http://www.wikipedia.org> Wikipedia**, and then click the icon.

Result: [Wikipedia](http://www.wikipedia.org) 



Level 2 headline *Allows selected text to function as headline text (just smaller than the page name heading)*

Clicking the icon places: == Headline text == in the text editing area

Result: **Headline text**



Embedded file (Insert image) *Allows a selected image's file name to be replaced by the actual image on the page being edited*

Clicking the icon places: [[File:Example.jpg]] in the text editing area

Result:



To insert an image, type and then highlight in the text editing area (for example), **UnLinkGlobe.jpg**, and then click the icon. `[[File:UnLinkGlobe.jpg]]` will be placed in the text editing area, which will automatically change to `[[Image:UnLinkGlobe.jpg]]` when previewed or saved.

Result: 



**File link** (Insert media) Allows for a selected file's file name to be replaced by a link that will open the file

Clicking the icon places: `[[Media:Example.ogg]]` in the text editing area

Result: [Media:Example.ogg](#) (which actually links to

`<https://wiki.familysearch.org/en/index.php?title=Special:Upload&wpDestFile=Example.ogg>`)

To insert a file, type and then highlight in the text editing area (for example),


**New Wiki Contributors Training – Lesson 1.pdf**, and then click the **File link** icon .

Result: [Media:New Wiki Contributors Training – Lesson 1.pdf](#) (which, when clicked, opens the file itself)

The text editing area, after previewing or saving, will then show:

`[[Media:New_Wiki_Contributors_Training_%E2%80%93_Lesson_1.pdf]]`

**Note:** You can use the Embedded file/(Insert image) icon for this same purpose, but it will have a different result.

If you type and then highlight (for example), **New Wiki Contributors Training – Lesson 1.pdf**, and then click the **Embedded file** icon , `[[File:New Wiki Contributors Training – Lesson 1.pdf]]` will be placed in the editing window, which will automatically change to `[[Image:New Wiki Contributors Training – Lesson 1.pdf]]` when previewed or saved.

Result: [File:New Wiki Contributors Training – Lesson 1.pdf](#) (*But*, when clicked, this will only open the page where this file resides, not open the file itself.)



**Mathematical formula (LaTeX)** An advanced editing function of Wiki software, used for mathematical formulae, which generates either PNG images or simple HTML markup, depending on user preferences and the complexity of the expression.

Clicking the icon places: `<math>Insert formula here</math>` in the text editing area

Type and then highlight in the text editing area (for example), `<math>text{abc}</math>` or

`<math>\sqrt{1-e^2}</math>`, and then click the icon.

Result: *abc* or  $\sqrt{1 - e^2}$



**Ignore wiki formatting** Ignores what would normally be formatted as Wikitext (equals signs, apostrophes, etc.) within a selected text

Clicking the icon places: `<nowiki>Insert non-formatted text here</nowiki>` in the text editing area

Type and then highlight in the text editing area (for example), `<nowiki>"your text"</nowiki>`, and then click the icon.

Result: "your text"



**Your signature with timestamp** Signs your User name at the end of a comment, along with the date and time at which the edit was completed, using your Wiki preferences

Clicking the icon places: `~~~~~` in the text editing area

Result: --Judy 17:11, 15 September 2011 (UTC)

 Horizontal line (use sparingly) **Places a horizontal line/bar across the screen**

Clicking the icon places: ---- in the text editing area  
Result:

---




## Creating and Editing Links – continued

These are more advanced ways to edit and create links. Be sure to always summarize, preview (link should NOT appear red), and then save your edit. Occasionally, the FCK editor will reformat your link in unexpected ways. Previewing before saving will help to catch these.


In Wikitext editing mode:

1. Type an *internal* link directly into the Wikitext editing window by typing *two* left square brackets ([), the *Wiki page title* of the linked page, and *two* right square brackets (]). For example: **[[Help:How to create an article]]**. Spacing and capitalization count! Result: [Help:How to create an article](#).




If you wish to call the internal link something else other than the page name, directly after the page name, place a pipe (|) and then the text you wish to use. There is *no space* on either side of the pipe (|). For example: **[[Help:How to create an article|Create an Article]]**. Result: [Create an Article](#).

2. Type an *external* link directly into the Wikitext editor by typing a *single* left square bracket ([), typing or pasting the *entire Internet address* (URL) of the linked page (don't forget the http:// portion) *followed by a space* and then the *desired text* and a *single* right square bracket (]). It is preferred to *not* use the full URL as the link in an article. For example: **[http://www.google.com Google]**. The link will have an external link symbol  next to it. If it is to a secure site, there will be a secure link symbol , instead. Result: [Google](http://www.google.com) .

Using the Standard editor:

1. Create an *internal* link by typing and highlighting the full Wiki page name of where you are sending the researcher. Then, click the **Internal link** icon . This will place the double brackets around the selection for you. For example: **Help:How to create an article** which, after highlighting the page name and clicking the icon, will place **[[Help:How to create an article]]** in the editing window. Result: [Help:How to create an article](#).

If you wish to call the internal link something else other than the page name, directly after the page name, place a pipe (|) and then the text you wish to use. Highlight this entire phrase, omitting any period

- (.) you may have, and then click the **Internal link** icon . For example: **Help:How to create an article|Create an Article**. After highlighting the phrase and clicking the icon, the editor will show **[[Help:How to create an article|Create an Article]]**. in the editing window. Result: [Create an Article](#).
2. Create an *external* link by typing or pasting the *entire Internet address* (URL) of the linked page (don't forget the http:// portion) *followed by a space* and then type the *desired link text*. Highlight the entire phrase (omitting any period), and then click the **External link** icon . This will place the single brackets around the selected text for you. For example: **http://www.google.com Google**. After highlighting the phrase and clicking the icon, the editor will show **[http://www.google.com Google]**. in the editing window. Result: [Google](http://www.google.com) .

## Additional Signature Methods Using Wikitext

Now that you know how to use Wikitext, you have other options on how to display your signature after making comments on a talk page or on an agenda page. In all cases, substitute *your own user name* (the one you sign in with) where *YourUserName* is shown. Blue text indicates a link back to your User, Talk or Contributions page.

1. If you wish to sign your name, plus the date and time, but showing your display name rather than your User name:
  - a. Add **four tildes** (~) in a row, with no spaces. For example: [SuperGenealogist](#) 16:01, 6 January 2011 (UTC).
  - b. **Save** the page, click the **edit** icon for that section, and then click **Wikitext**.
  - c. Locate your signature, which will be in the format of [[User:*YourUserName*|*YourUserName*]].
  - d. Change the second instance (which follows the pipe) of your User name to your Display name. The format will then be: [[User:*YourUserName*|*YourDisplayName*]]. For example: [Genealogist](#) 16:23, 6 January 2011 (UTC). Anyone who clicks on that link will still be directed to the correct User page.
2. If you wish to sign your name, plus the date and time, and include links to both your talk page and your list of contributions as well as your User page:
  - a. In the Nav bar, under Personal Tools, click **My preferences**.
  - b. Under the Change profile section, find the box for Signature, and type **{{SUBST:User|*YourUserName*}}**.
  - c. Then click **the box** labeled, "Treat signature as wikitext (without an automatic link)" to place a checkmark in it.
  - d. **Save** the page.
  - e. When using four tildes (~) in a row, your signature should now look similar to this:  
[SuperGenealogist](#) ([talk](#) | [contribs](#)) 18:00, 15 September 2011 (UTC).
3. If you wish to sign your nickname instead of your User name, plus the date and time, and include links to both your talk page and your list of contributions as well as your User page:
  - f. In the Nav bar, under Personal Tools, click **My preferences**.
  - g. Under the Change profile section, find the box for Signature, and type **{{SUBST:User|*YourUserName*|*YourNickname*}}**.
  - h. Then click **the box** labeled, "Treat signature as wikitext (without an automatic link)" to place a checkmark in it.
  - i. **Save** the page.
  - j. When using four tildes (~) in a row, your signature should now look similar to this:  
[Judy](#) ([talk](#) | [contribs](#)) 18:00, 15 September 2011 (UTC).

## Internet Explorer Browser Tips


### Settings:

1. Set in your Internet Explorer (IE) versions 7-9 Options > General tab > Tabs section > Settings button:
  - a. Groups – Place a checkmark in the box for **Enable Tab Groups**.
  - b. Quick tabs – Place a checkmark in the box for **Enable Quick Tabs**.
  - c. Another good setting is to place a checkmark in the box for **Warn me when closing multiple tabs**. That way, if you click the red X in the top right corner, it will offer to close just the current tab, instead of automatically logging you out of everything you have open.
2. Also nice to have is Options > Advanced tab > Browsing section: Place a checkmark in the box for **Enable automatic crash recovery\***. If the browser crashes for some reason or another, the next time you open Internet Explorer, it will offer to reopen all the browser windows that you had open at the time.



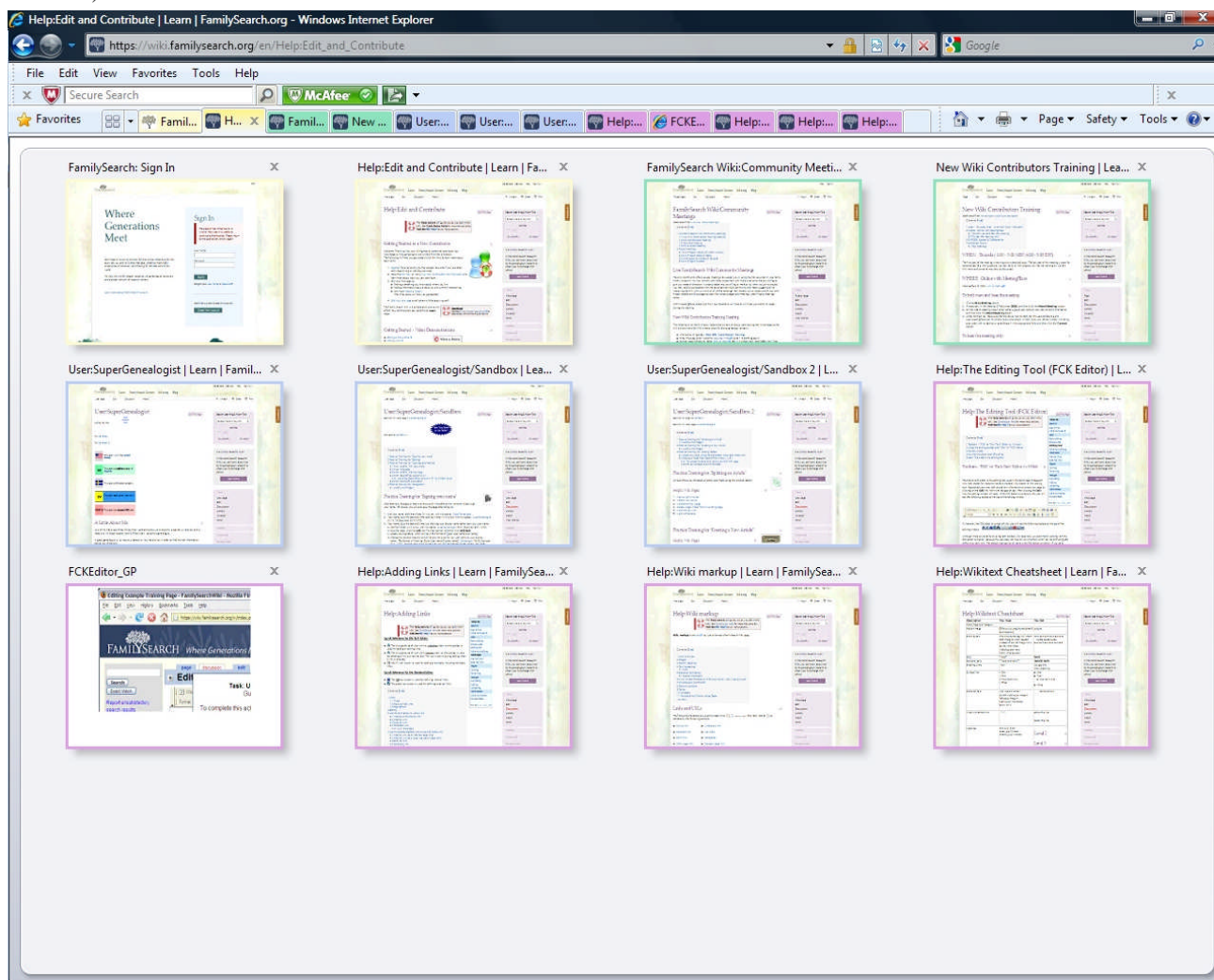
Be sure to click the **Apply** button, and then click **OK**. You will probably have to close all IE windows, and then reopen IE.



## Using:

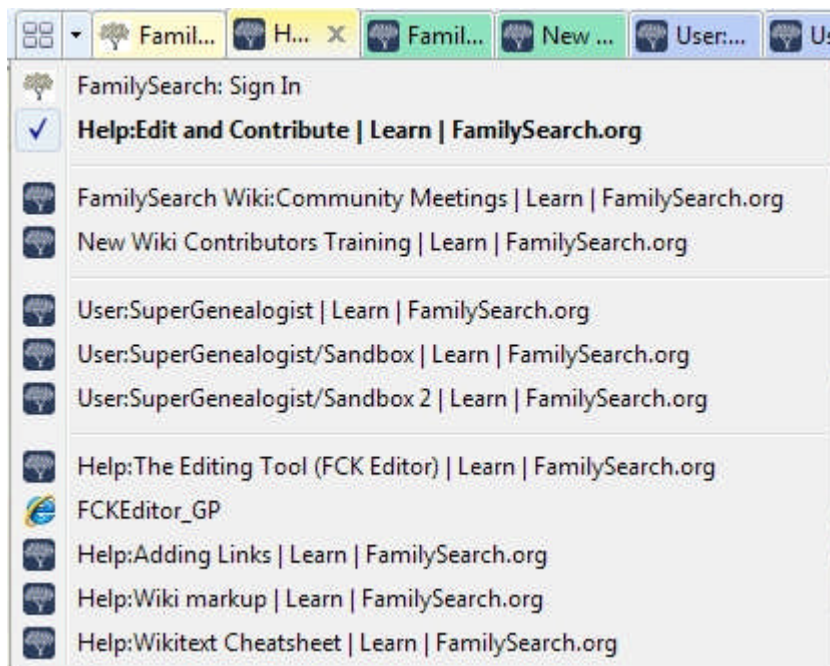
**Quick Tabs** – This view becomes available when you have more than one Web page open. In Internet Explorer 7 or 8, click the **Quick Tabs** button  to the left of the row of tabs. In IE 9, you'll need to press **Ctrl+Q** to toggle to the Quick Tabs view.

To change to a different Web page, you can:

- Click its **tab** (which, incidentally, can be clicked and then dragged to a new position in the row).
- Open Quick Tabs and click its **large thumbnail** (notice that their borders are the same colors as the tabs).

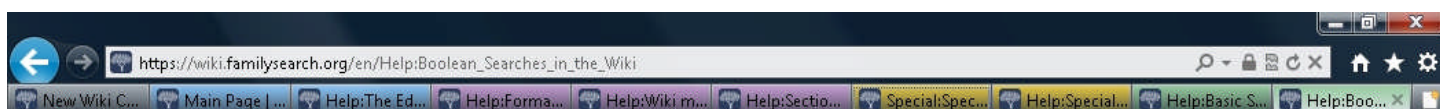


- In Internet Explorer (IE) 7 or 8, click the **down arrow** next to the Quick Tabs button , which displays a list of all the Web sites that you have open with the current tab having a checkmark, and then select the **site name**. In IE 9, right-click the **back arrow** for this list. 



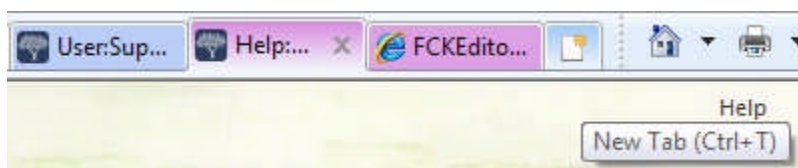
Tab Groups – When you open a new tab from another tab (by right-clicking either a **link** on the page or the **tab** itself, and then selecting **Open in New Tab** or **New tab** [IE 9]), the new one is placed next to the first tab and is color-coded to match. You can have several groups, each with its own color, open at a time.

A whole group can be closed together by right-clicking **one of the tabs**, and then selecting **Close This Tab Group**. There are also other options available when you right-click a tab. (In IE 9, it's helpful to select **Show tabs on a separate row.**)



The biggest advantage, for Wiki purposes, is to open other browser windows in new tabs so that when you are editing, you can copy and paste back and forth without losing your edits. Grouping your tabs helps to keep similar sites together, thus increasing your efficiency.

There is a New Tab button at the right end of the row for opening a new tab/starting a new tab group.

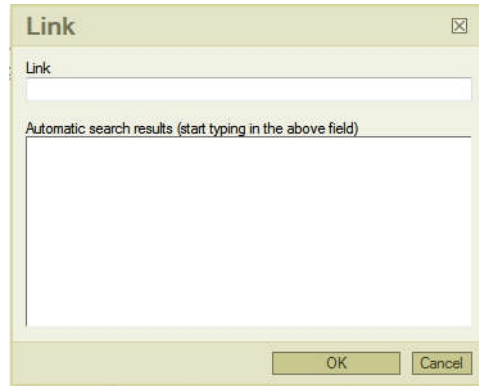




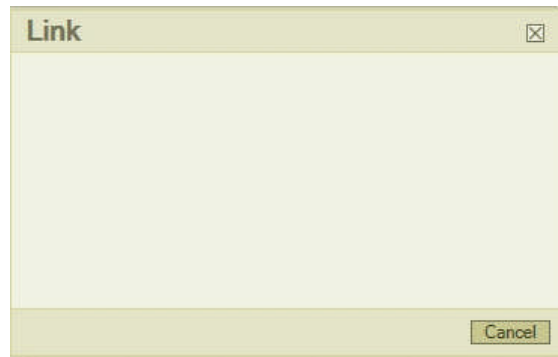
## Known Issues with Internet Explorer 9


These issues affect only IE 9, which is available for Vista and Windows 7 operating systems. The problem actually is because of the FCK editor, which was designed for older browsers. These problems should disappear when the editor is upgraded to the current version, called the CK editor.

- When using the FCK editor, you must be in Compatibility Mode for any of the pop-up boxes to display correctly. For example:



Otherwise you will get this:



Neither the **Cancel** button nor the **X** in the upper right corner will work. The only way out is to hit the browser's back arrow .

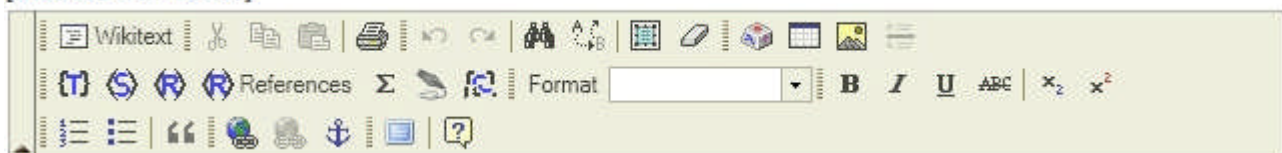
- You will also notice that the placement of the FCK editor toolbar buttons will be different. With Compatibility Mode enabled:

[Disable rich editor]



When not in Compatibility Mode:

[Disable rich editor]



- There will occasionally seem to be display spacing errors while in Compatibility Mode. Before trying to correct these in the editor, take yourself out of Compatibility Mode to check and see if the error then goes away. For example:

PAF-5 This user is an **expert PAF** user.



PAF-5 This user is an **expert PAF** user.



- The FCK/Rich Text editor will sometimes add extra Wikitext code or will substitute Wikitext code on an article page. For example: Instead of the four hyphens (----) that were typed to generate a line, `<fck:hr></fck:hr>` appeared on the article page. In the case of extra code, just delete it in the editing window. If it continually substitutes a certain code for what you typed, you may have to find a workaround instead of using your original code.

- To enable Compatibility Mode, look at the far right of the browser's address bar to find:



. Click the icon that looks like a torn piece of paper to get this: . Reverse the process to go back to a normal mode.

## Next Week

Next week's topics will be: The Table of Contents (TOC); heading levels; advanced searching; types of pages, including special pages

## Web links, opened, in this order

1. [https://wiki.familysearch.org/en/New\\_Wiki\\_Contributors\\_Training](https://wiki.familysearch.org/en/New_Wiki_Contributors_Training)
2. [https://wiki.familysearch.org/en/Main\\_Page](https://wiki.familysearch.org/en/Main_Page) (Wiki home page)
3. [https://wiki.familysearch.org/en/Help:Edit\\_and\\_Contribute](https://wiki.familysearch.org/en/Help:Edit_and_Contribute)
4. [https://fch.ldschurch.org/WWSupport/wiki/GetStartedHelp/FCKEditor\\_GP/FCKEditor\\_GP.htm](https://fch.ldschurch.org/WWSupport/wiki/GetStartedHelp/FCKEditor_GP/FCKEditor_GP.htm) (interactive guided practice)
5. [https://wiki.familysearch.org/en/Help:The\\_Editing\\_Tool\\_\(FCK\\_Editor\)#Wikitext\\_mode](https://wiki.familysearch.org/en/Help:The_Editing_Tool_(FCK_Editor)#Wikitext_mode) (needs updating)
6. [https://wiki.familysearch.org/en/Help:Adding\\_Links#Use\\_the\\_Standard\\_Editor\\_and\\_Wikitext\\_to\\_Add\\_a\\_Link](https://wiki.familysearch.org/en/Help:Adding_Links#Use_the_Standard_Editor_and_Wikitext_to_Add_a_Link)
7. <https://wiki.familysearch.org/en/Help:Formatting> (contains some errors)
8. [https://wiki.familysearch.org/en/Help:Wiki\\_markup](https://wiki.familysearch.org/en/Help:Wiki_markup) (advanced)
9. [https://wiki.familysearch.org/en/Help:Wikitext\\_Cheatsheet](https://wiki.familysearch.org/en/Help:Wikitext_Cheatsheet)
10. [http://www.werelate.org/wiki/Help:Editing#Editing\\_Toolbar](http://www.werelate.org/wiki/Help:Editing#Editing_Toolbar)
11. <http://www.werelate.org/wiki/Help:Formatting>
12. [http://en.wikipedia.org/wiki/Help:Edit\\_toolbar](http://en.wikipedia.org/wiki/Help:Edit_toolbar)
13. [http://en.wikipedia.org/wiki/Help:Wiki\\_markup](http://en.wikipedia.org/wiki/Help:Wiki_markup)

## Reference

1. [http://en.wikipedia.org/wiki/Wikipedia:Don%27t\\_use\\_line\\_breaks](http://en.wikipedia.org/wiki/Wikipedia:Don%27t_use_line_breaks)
2. <https://wiki.familysearch.org/en/Template:User>